

Annual Information Collection and Reporting Matrix

For **each of the outputs** as per the Strategic Plan and Individual Programmes' Annual Performance Plans to be reported on during the current financial year, the following matrix is to be completed. The guidance provided in each of the blocks below should be used to assist in completing this template for each of the outputs.

Medium-term objectives, measure/indicator, outputs, and targets		Output Name DST public entities strategic and annual performance plans and shareholder compacts	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 1: Institutional Planning and Support	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Alignment across various planning documents of the Department and its entities	
Objective Statement and definition (also supported by Indicator Definitions)		To coordinate (the identification, formulation and implementation of strategic initiatives) and ensure that the DST and its public entities priorities are aligned to the national priorities	
Indicator title		DST public entities' strategic and annual performance plans approved by the Minister and shareholder compacts signed by the Minister and chairpersons of the boards	
Purpose of indicator	To align planning and priorities of the DST and its public entities	Type of indicator	Output indicator
Measure / Indicator Definition	The approval of the DST entities CSIR, HSRC, NRF, SANSA, ASSAf, AISA and SANSA strategic plans and the Annual performance Plans and the shareholders compact DST public entities strategic plans and annual performance plans are approved by the Minister, and the shareholder compacts are signed by the Minister and Board Chairpersons of	Measure / Indicator Formula	The indicator is a qualitative indicator and required no formula/ calculation

	the DST public entities.		
New Indicator	Continues without change from the previous year	Desired performance	The performance as set in the APP is desirable
Measure / Indicator Owner	CD: PPGME and D: Governance.	Worked example	NA
Target set for current year	<p>Annual: DST public entities' 2017/18 strategic and annual performance plans approved by the Minister and shareholder compacts signed by the Minister and chairpersons of the boards by 31 March 2017</p> <p>Quarterly: Q1 - No target Q2 - First draft Strategic Plans and Annual Performance Plans for DST public entities (HSRC, SANSA, TIA, AISA, ASSAf, NRF) submitted to National Treasury by 31 August 2016 Q3 - Second draft Strategic Plans and Annual Performance Plans for DST public entities (HSRC, SANSA, TIA, AISA, ASSAf, NRF) submitted to National Treasury by 30 November 2016 Q4 - Approved 2015/16 Strategic Plans and Annual Performance Plans for DST public entities (HSRC, SANSA, TIA, AISA,</p>	Target achieved	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :

	ASSAf, NRF) by the Minister by 28 February 2017		
	Signed Shareholder Compacts by the Minister and Chairpersons of Boards of DST entities by 31 March 2015 (CSIR, HSRC, SANSA, TIA, AISA, ASSAf, NRF) by 31 March 2017		
Data limitations			
Reasons for variances between the target set and actual achieved			

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data	DST entities Annual performance plans and strategic plans signed by the Minister Signed shareholders' compacts between the Minister and the Board Chairpersons.		
Collection Frequency of Source data	Quarterly		
Archiving of Source Data	Project file/ Alfresco		
Type of information to be extracted from the source data	DST entities Strategic Plans, Annual Performance Plan, and signed Shareholder Compact		
IT Systems/ Tools used to capture extracted data	Word Document, PDF, Spreadsheets and Alfresco.		
Source Data Capturing Frequency	Quarterly		
Individual(s) responsible for collecting the source data	DD: Governance	Individual(s) responsible for filing/ archiving the collected source data	DD: Governance
Individual(s) responsible for extracting the required information from the source data	DD: Governance	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	D and DD: Governance

Individual(s) responsible for capturing the extracted information onto the IT System	DD: Governance	Individual(s) responsible for verifying the accuracy and completeness of the captured information	D and DD: Governance
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3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Word Document, PDF, Spreadsheets and Alfresco.	
Type of performance information to be extracted/ used		DST entities Strategic Plans, Annual Performance Plan, and signed Shareholder Compact.	
Calculations required on extracted information		N/A	
Archiving of Extracted / Recalculated Information		Alfresco.	
Return Format		Word Document, PDF and Spreadsheet.	
Reporting Frequency		Quarterly	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: Governance	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D and DD: Governance
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: Governance	Individual(s) responsible for sending the information in the required return format to the -- -----	D and DD: Governance

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For **each of the outputs** as per the Strategic Plan and Individual Programmes' Annual Performance Plans to be reported on during the current financial year, the following matrix is to be completed. The guidance provided in each of the blocks below should be used to assist in completing this template for each of the outputs.

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Combined Assurance Model Performance Reports	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 1: Institutional Planning and Support	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Sound corporate governance, including M&E	
Objective Statement and definition (also supported by Indicator Definitions)		To develop and maintain good corporate governance systems for the Department and its entities.	
Indicator title		Number of Combined Assurance Model performance reports presented to the Audit and Risk Committees	
Purpose of indicator	A combined assurance model integrates and aligns assurance processes within the Department to maximise risk and governance oversight and control efficiencies, and optimise overall assurance presented to the to the audit and risk committees	Type of indicator	Activity indicator
Measure / Indicator Definition		Measure / Indicator Formula	
New Indicator	New	Desired performance	
Measure / Indicator Owner	Chief Audit Executive	Worked example	N/A
Target set for current year	Annual: 2 combined assurance model performance reports presented to the to the audit and risk committees by 31 March 2017	Target achieved	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :

	Quarterly: Q1 – No target Q2 – 1 combined assurance model performance reports presented to the to the audit and risk committees by 30 September 2016 Q3 – No target Q4 - 1 combined assurance model performance reports presented to the to the audit and risk committees by 31 March 2017		
Data limitations	Identifies any limitation with the indicator data, including factors that might be beyond the department's control		
Reasons for variances between the target set and actual achieved	N/A		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data	Submissions to AC and ERMC		
Collection Frequency of Source data	Biannually		
Archiving of Source Data	Alfresco and Submissions		
Type of information to be extracted from the source data	Number of reports tabled to Ac and ERMC		
IT Systems/ Tools used to capture extracted data	Alfresco and Submissions		
Source Data Capturing Frequency	Quarterly		
Individual(s) responsible for collecting the source data	D: ERM D: IAA	Individual(s) responsible for filing/ archiving the collected source data	D: ERM D: IAA
Individual(s) responsible for extracting the required information from the source data	D: ERM	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	D: ERM

	D: IAA		D: IAA
Individual(s) responsible for capturing the extracted information onto the IT System	D: IAA	Individual(s) responsible for verifying the accuracy and completeness of the captured information	CAE

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source	Alfresco and Submissions		
Type of performance information to be extracted/ used	Number of combined assurance model reports		
Calculations required on extracted information	The sum of combined assurance reports tabled to AC and ERMC		
Archiving of Extracted / Recalculated Information			
Return Format	Quarterly		
Reporting Frequency	Quarterly		
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	D: IAA D: CRO	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D: IAA D: CRO
Individual(s) responsible for archiving the extracted/ recalculated performance information	D: IAA D: CRO	Individual(s) responsible for sending the information in the required return format to the -- -----	D: CRO D: IAA

Annual Information Collection and Reporting Matrix

For **each of the outputs** as per the Strategic Plan and Individual Programmes' Annual Performance Plans to be reported on during the current financial year, the following matrix is to be completed. The guidance provided in each of the blocks below should be used to assist in completing this template for each of the outputs.

Medium-term objectives, measure/indicator, outputs, and targets		Output Name DST public entities' annual reports	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 1: Institutional Planning and Support	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		To develop and maintain good corporate governance systems for the Department and its entities.	
Indicator title		Number of DST public entities annual reports submitted to Parliament by 30 September 2016.	
Purpose of indicator	To enable the National Assembly, according to its constitutional powers of section 55(2), to maintain oversight of the exercise of national executive authority, including the implementation of legislation, and any organ of state	Type of indicator	Output indicator
Measure / Indicator Definition	The indicator measures the DST entities annual reports that are submitted to Parliament for tabling as a way to enable Parliament to provide oversight over the DST entities through the Science and Technology Ministry	Measure / Indicator Formula	A= B+C+D Where A= the total number of entities annual reports that are submitted to Parliament B= entity 1 annual report (CSIR) C= entity 2 annual report (NRF) D= entity 3 annual report (TIA)

	The DST entities include: NRF, ASSAf, SACNASP, HSRC, AISA, SANSA, TIA and CSIR		
New Indicator	Continues without change from the previous year	Desired performance	Higher
Measure / Indicator Owner	CD: PPGME and D: Governance	Worked example	3 DST entities annual report submitted to Parliament= 1 CSIR annual report+ 1 NRF annual report+ 1 TIA annual report
Target set for current year	<p>Annual: 8 DST public entities' (CSIR, SANSA, TIA, ASSAf, NRF, HSRC, SACNASP and NACI) 2015/16 annual reports submitted to Parliament by 30 September 2015</p> <p>Quarterly: Q1 - No target Q2 – 8 DST public entities' 2014/15 annual reports (CSIR, SANSA, TIA, AISA, ASSAf, NRF, SACNASP, SANEDI) submitted to Parliament by 30 September 2016 Q3 – No target Q4 – No target</p>	Target achieved	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :
Data limitations	Identifies any limitation with the indicator data, including factors that might be beyond the department's control		
Reasons for variances between the target set and actual achieved			

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data		DST entities approved annual reports (8) Proof of submission to Parliament (email/letter/minutes)	
Collection Frequency of Source data		Annually.	
Archiving of Source Data		Project file/ Alfresco	
Type of information to be extracted from the source data		DST entities annual reports	
IT Systems/ Tools used to capture extracted data		Word Document, PDF,	
Source Data Capturing Frequency		Annually	
Individual(s) responsible for collecting the source data	DD: Governance	Individual(s) responsible for filing/ archiving the collected source data	DD: Governance
Individual(s) responsible for extracting the required information from the source data	DD: Governance	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	DD: Governance
Individual(s) responsible for capturing the extracted information onto the IT System	DD: Governance	Individual(s) responsible for verifying the accuracy and completeness of the captured information	DD: Governance

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information	
Performance Information Source	Word Document, PDF, Spreadsheets and Alfresco
Type of performance information to be extracted/ used	DST entities annual reports
Calculations required on extracted information	N/A.

Archiving of Extracted / Recalculated Information		Alfresco.	
Return Format		Word Document, PDF and Spreadsheet	
Reporting Frequency		Annually	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: Governance	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D and DD: Governance
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: Governance	Individual(s) responsible for sending the information in the required return format to the -----	D and DD: Governance

Annual Information Collection and Reporting Matrix

For **each of the outputs** as per the Strategic Plan and Individual Programmes' Annual Performance Plans to be reported on during the current financial year, the following matrix is to be completed. The guidance provided in each of the blocks below should be used to assist in completing this template for each of the outputs.

Medium-term objectives, measure/indicator, outputs, and targets	Output Name Public Participation Programme	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on		
Programme #	Programme 1: Institutional Planning and Support	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)	Science communication	
Objective Statement and definition (also supported by Indicator Definitions)	To provide strategic communication for the DST and its entities through marketing, media branding initiatives and the Science Engagement Strategy	
Indicator title	Number of public participation programmes held	

Purpose of indicator	<p>To provide support to the department and Ministry.</p> <p>The Department is required by Cabinet to conduct, at least, 10 PPP each financial year and the report is tabled in Parliament as a consolidated report by the GCIS. The DST submits a quarterly report to the GCIS on the PPP that have been conducted.</p>	Type of indicator	Activity indicator
Measure / Indicator Definition	To proactively position the Department positively both internally and externally to ensure informed employees and citizenry	Measure / Indicator Formula	Summation of public participation programmes conducted with the public by the DST through the Ministry
New Indicator	Continues	Desired performance	The desired performance is higher
Measure / Indicator Owner	Chief Director: Communication	Worked example	N/A
Target set for current year	<p>Annual: 10 public participation programmes conducted by 31 March 2017</p> <p>Quarterly:</p> <p>Q1 – 2 Public participation programmes conducted by 30 June 2016</p> <p>Q2 – 2 public participation programmes conducted by 30 September 2016</p> <p>Q3 - 3 public</p>	Target achieved	<p>Actual target achieved.</p> <p>Q1 –</p> <p>Q2 –</p> <p>Q3 –</p> <p>Q4 –</p> <p>YTD - :</p>

	participation programme conducted by 31 December 2016 Q4 - 3 public participation programmes conducted by 31 March 2017		
Data limitations	Identifies any limitation with the indicator data, including factors that might be beyond the department's control		
Reasons for variances between the target set and actual achieved	N/A		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data	Submissions to the Minister Public participation programme File and calendar		
Collection Frequency of Source data	Quarterly		
Archiving of Source Data	Alfresco and Submissions		
Type of information to be extracted from the source data	Number of public participation programmes hosted		
IT Systems/ Tools used to capture extracted data	Alfresco and Submissions		
Source Data Capturing Frequency	Quarterly		
Individual(s) responsible for collecting the source data	Director: Communications, marketing and media plans Director: Media Liaison	Individual(s) responsible for filing/ archiving the collected source data	Director: Communications, marketing and media plans Director: Media Liaison
Individual(s) responsible for extracting the required information from the source data	Director: Communications, marketing and media plans Director: Media Liaison	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	Director: Communications, marketing and media plans Director: Media Liaison

Individual(s) responsible for capturing the extracted information onto the IT System	Director: Communications, marketing and media plans Director: Media Liaison	Individual(s) responsible for verifying the accuracy and completeness of the captured information	Designation of the individual taking ownership for this activity
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3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source	Alfresco and Submissions		
Type of performance information to be extracted/ used	Number of public participation programmes held		
Calculations required on extracted information	The sum of public participation programmes conducted		
Archiving of Extracted / Recalculated Information	Number of public participation programmes		
Return Format	Quarterly		
Reporting Frequency	Quarterly		
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	Director: Communications, marketing and media plans Director: Media Liaison	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	Director: Communications, marketing and media plans Director: Media Liaison
Individual(s) responsible for archiving the extracted/ recalculated performance information	Director: Communications, marketing and media plans Director: Media Liaison	Individual(s) responsible for sending the information in the required return format to the -----	Director: Communications, marketing and media plans Director: Media Liaison

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For **each of the outputs** as per the Strategic Plan and Individual Programmes' Annual Performance Plans to be reported on during the current financial year, the following matrix is to be completed. The guidance provided in each of the blocks below should be used to assist in completing this template for each of the outputs.

Medium-term objectives, measure/indicator, outputs, and targets		Output Name DST public entities' strategic plans, APPs and shareholder compacts	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 1: Institutional Planning and Support	
Programme's Strategic Objectives (as per the Strategic Plan)		Alignment across various planning documents of the Department and its entities	
Objective Statement and definition (also supported by Indicator Definitions)		To coordinate the identification, formulation and implementation of strategic initiatives and ensure that the priorities of the DST and its entities are aligned to national priorities	
Indicator title		% alignment in planning documents of entities to those of the Department as an indicator of the contribution from entities towards national imperatives	
Purpose of indicator	To ensure a coordinated contribution across the NSI in addressing national imperatives	Type of indicator	Output indicator
Measure / Indicator Definition	The indicator measures the DST entities adoption of government policy and the extent to which programmes and initiatives of the entities align to those of government through the DST The DST entities	Measure / Indicator Formula	A= B+C+D Where A= the total number of entities annual reports that are submitted to Parliament B= entity 1 annual report (CSIR) C= entity 2 annual report (NRF) D= entity 3 annual report (TIA)

	include: NRF, ASSAf, SACNASP, HSRC, AISA, SANSA, TIA and CSIR		
New Indicator	Introduced in 2016/ 17	Desired performance	Establish baseline measurement
Measure / Indicator Owner	CD: PPGME and D: Governance	Worked example	Level of alignment in the CSIR planning documents in relation to the DST Strategic Plan and APP and funding commitments directed to fund aligned initiatives
Target set for current year	<p>Annual: 90% alignment in DST strategic priorities and entities APPs by 31 March 2017</p> <p>Quarterly: Q1 - No target Q2 – No target Q3 – Assessment report on level of alignment between the 1st draft entities APPs to DST strategic objectives by 31 December 2016 Q4 – Assessment report on level of alignment between the entities APPs to DST strategic objectives by 31 March 2017</p>	Target achieved	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :
Data limitations	Alignment in plans will be limited to those areas committed fro funding through the Parliamentary grant and or contract funding from the DST		
Reasons for variances between the target set and actual achieved			

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data		DST entities approved planning documents Assessment report tabled to Exco on % alignment between entity planning documents and those of the DST	
Collection Frequency of Source data		Annually.	
Archiving of Source Data		Project file/ Alfresco	
Type of information to be extracted from the source data		DST entities annual reports	
IT Systems/ Tools used to capture extracted data		Word Document, PDF,	
Source Data Capturing Frequency		Annually	
Individual(s) responsible for collecting the source data	DD: Governance	Individual(s) responsible for filing/ archiving the collected source data	DD: Governance
Individual(s) responsible for extracting the required information from the source data	DD: Governance	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	DD: Governance
Individual(s) responsible for capturing the extracted information onto the IT System	DD: Governance	Individual(s) responsible for verifying the accuracy and completeness of the captured information	DD: Governance

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information	
Performance Information Source	Word Document, PDF, Spreadsheets and Alfresco
Type of performance information to be extracted/ used	DST entities annual reports
Calculations required on extracted information	N/A.

Archiving of Extracted / Recalculated Information		Alfresco.	
Return Format		Word Document, PDF and Spreadsheet	
Reporting Frequency		Annually	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: Governance	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D and DD: Governance
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: Governance	Individual(s) responsible for sending the information in the required return format to the -----	D and DD: Governance

Annual Information Collection and Reporting Matrix

For **each of the outputs** as per the Strategic Plan and Individual Programmes' Annual Performance Plans to be reported on during the current financial year, the following matrix is to be completed. The guidance provided in each of the blocks below should be used to assist in completing this template for each of the outputs.

Medium-term objectives, measure/indicator, outputs, and targets	Output Name DST planning documents (strategic plan, annual performance plan, Estimates of National Expenditure (ENE))	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on		
Programme #	Programme 1: Institutional Planning and Support	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)	Alignment across various planning documents of the Department and its entities	
Objective Statement and definition (also supported by Indicator Definitions)	To coordinate the identification, formulation and implementation of strategic initiatives and ensure that the priorities of the DST and its entities are aligned to national priorities	
Indicator title	Percentage alignment of DST planning documents (strategic plan aligned to APP and APP aligned to ENE) submitted to Parliament.	
Purpose of indicator	The purpose of the indicator is to manage and guide	Type of indicator Output

	<p>the department on planning documents and processes that must be aligned to national frameworks, policies and plans as mandated by National Treasury and Department of Performance, Monitoring and Evaluation . all the departments planning documents such as the Strategic Plan, Annual Performance Plan are aligned to ENE.</p>		
<p>Measure / Indicator Definition</p>	<p>DST planning documents in this case refers to the Annual Performance Plan, Strategic plan and the Estimates of National Expenditure Chapter published by the National Treasury</p> <p>Alignment refers to that the strategic outcome orientated goals, strategic objectives and performance indicators in the strategic plan are translated into targets and same performance indicators in the annual performance plan.</p> <p>Alignment between the ENE and APP means that the selected</p>	<p>Measure / Indicator Formula</p>	<p>The ratio of alignment between the planning documents on indicators, targets and objectives.</p> <p>This will be calculated by measuring the number of indicators that are in the strategic plan.</p>

	performance indicators and targets in the ENE are the same as those in the APP.		
New Indicator	Continuous indicator	Desired performance	High
Measure / Indicator Owner	Designation of the individual taking ownership of the specific measure and output.	Worked example	90% Aligned 2015/16 DST planning documents (strategic plan, annual performance plan)
Target set for current year	<p>Minimum of 90% alignment of DST planning documents for 2017/18(strategic plan aligned to APP, and APP aligned to ENE) submitted to Parliament by 31 March 2017</p> <p>90% alignment between the 2016 DST ENE and 2016/17 APP by 31 March 2017</p> <p>Q1: no target Q2: First draft DST strategic plan and APP submitted to NT and Presidency by 31 August 2016</p> <p>Q3:Second draft DST strategic plan and APP submitted to NT and Presidency by 30 November 2016</p> <p>First draft DST ENE chapter inputs submitted to Finance by 31 December 2016</p>	Target achieved	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :

	<p>Q4: Minimum of 90% alignment of DST 2016/17 planning documents (strategic plan aligned to APP, and APP aligned to ENE) submitted to Parliament by 31 March 2017</p> <p>Second draft DST ENE chapter inputs submitted to Finance by 31 January 2017</p> <p>Minimum 90% alignment of 2017 DST ENE and 2017/18 APP by 31 March 2017</p>		
Data limitations	Changes in DST strategic objectives and performance indicators may lead to misalignment between planning documents.		
Reasons for variances between the target set and actual achieved			

2. Collection of source data to enable effective reporting on the adopted output measure / indicator	
Source data	<ul style="list-style-type: none"> • DST APP approved by the Minister, DST strategic plan • Tabling letter on DST strategic plan and annual performance plan to Parliament • Letter on submission of DST 1st and 2nd draft APP and Strategic Plan. • DST published 2017/18 ENE Vote
Collection Frequency of Source data	Quarterly
Archiving of Source Data	Alfresco desktop files.
Type of information to be extracted from the source	Level of alignment of planning documents

data			
IT Systems/ Tools used to capture extracted data		Word Document.	
Source Data Capturing Frequency		Quarterly	
Individual(s) responsible for collecting the source data	DD Strategy and Planning	Individual(s) responsible for filing/ archiving the collected source data	DD Strategy and Planning
Individual(s) responsible for extracting the required information from the source data	DD Strategy and Planning	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	DD Strategy and Planning
Individual(s) responsible for capturing the extracted information onto the IT System	DD Strategy and Planning	Individual(s) responsible for verifying the accuracy and completeness of the captured information	D: Strategy and Planning CD: PPGME CD: Internal Audit

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Alfresco.	
Type of performance information to be extracted/ used		Tabling of DST APP and strategic plan to Parliament Percentage of alignment of DST planning documents Submission of 1 st draft and second draft APP to National Treasury	
Calculations required on extracted information		Not required	
Archiving of Extracted / Recalculated Information		Not applicable	
Return Format		Word Format and PDF.	
Reporting Frequency		Frequency the collected performance information is to be reported on i.e. quarterly or annually.	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD Strategy and Planning	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D: Strategy and Planning CD: PPGME CD: Internal Audit
Individual(s) responsible for	DD Strategy and Planning	Individual(s) responsible for sending the information in the	DDG IPS

archiving the extracted/ recalculated performance information		required return format to the -- -----	
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For **each of the outputs** as per the Strategic Plan and Individual Programmes' Annual Performance Plans to be reported on during the current financial year, the following matrix is to be completed. The guidance provided in each of the blocks below should be used to assist in completing this template for each of the outputs.

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Suitable skills and competencies for the DST.	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 1: Corporate Services	
Programme's Strategic Objectives (as per the Strategic Plan)		Adequate and appropriately skilled personnel	
Objective Statement and definition (also supported by Indicator Definitions)		To make the DST an employer of choice and recruit and retain appropriately skilled personnel	
Indicator title		Turnaround time to fill vacancies	
Purpose of indicator	Although the expected time to fill a vacant post is six months in the Public Service, Human Resources committed to 90 days in order to support the department in efficient service delivery. Recruitment is governed by the Public Service Act (PSA), Regulations (PSR) , Labour Relations Act, Recruitment and Selection policy (R&SP), etc (PSA)	Type of indicator	The indicator measures the output.
Measure / Indicator Definition	The time it takes to fill a vacant post from the time that time that its advertised to actual acceptance of offer	Measure / Indicator Formula	The average days are calculated by adding the number of days to fill posts in a quarter divided by the number of posts filled in a quarter.
New Indicator	This is not a new indicator.	Desired performance	This is actual performance.

Measure / Indicator Owner	CD: HR, supported by Director: HRSM.	Worked example	180/10=80
Target set for current year	<p>Annual: 90 days to fill vacancy after date of advertisement by 31 March 2017</p> <p>Quarterly:</p> <p>Q1 - 90 days to fill vacancy after date of advertisement by 31 June 2016</p> <p>Q2 - 90 days to fill vacancy after date of advertisement by 30 September 2016</p> <p>Q3 - 90 days to fill vacancy after date of advertisement by 31 December 2016</p> <p>Q4 - 90 days to fill vacancy after date of advertisement by 31 March 2017</p>	Target achieved	
Data limitations	Unavailability of Line managers to fill vacancies and lack of commitment from their part.		
Reasons for variances between the target set and actual achieved	Not applicable.		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data	Excel spreadsheet document on date of advertisement reports on resignations and appointment dates of new employees.		
Collection Frequency of Source data	Monthly		
Archiving of Source Data	Excel spreadsheet document		
Type of information to be extracted from the source data	Number of new employees;		
IT Systems/ Tools used to capture extracted data	Excel spreadsheet		
Source Data Capturing Frequency	Monthly.		
Individual(s) responsible for collecting the source data	Assistant Directors: HRSM	Individual(s) responsible for filing/ archiving the collected source data	Assistant Directors: HRSM
Individual(s) responsible for extracting the required information from the source data	Assistant Directors: HRSM	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	Deputy Director and Director: HRSM

Individual(s) responsible for capturing the extracted information onto the IT System	Human Resources Practitioner	Individual(s) responsible for verifying the accuracy and completeness of the captured information	Assistant Directors: HRSM
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3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source	Excel spreadsheet document		
Type of performance information to be extracted/ used	Excel spreadsheet document reports on resignations and appointment dates of new employees.		
Calculations required on extracted information	The average days are calculated by adding the number of days to fill posts in a quarter divided by the number of posts filled in a quarter.		
Archiving of Extracted / Recalculated Information	The information is stored on electronic files.		
Return Format	Excel spreadsheet document		
Reporting Frequency	Monthly and quarterly.		
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	Assistant Directors: HRSM	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	Deputy Director and Director: HRSM
Individual(s) responsible for archiving the extracted/ recalculated performance information	Assistant Directors: HRSM	Individual(s) responsible for sending the information in the required return format to the -- -----	Chief Director: HR and/or Director: HRSM

Annual Information Collection and Reporting Matrix

For **each of the outputs** as per the Strategic Plan and Individual Programmes' Annual Performance Plans to be reported on during the current financial year, the following matrix is to be completed. The guidance provided in each of the blocks below should be used to assist in completing this template for each of the outputs.

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Suitable skills and competencies for the DST	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 1: Corporate Services	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Adequate and appropriately skilled personnel	
Objective Statement and definition (also supported by Indicator Definitions)		To make the DST an employer of choice and recruit and retain appropriately skilled personnel	
Indicator title		Vacancy rate reduced to a set rate	
Purpose of indicator	Although the expected vacancy rate is not prescribed in the Public Service, Human Resources committed to 6% in order to support the department in efficient service delivery. Recruitment is governed by the Public Service Act (PSA), Regulations (PSR), Labour Relations Act, Recruitment and Selection policy (R&SP), etc (PSA)	Type of indicator	The indicator measures the output.
Measure / Indicator Definition	Posts which are not filled from those that are approved in the establishment	Measure / Indicator Formula	The number of vacant posts is divided by the number of total posts multiplied by 100.
New Indicator	This is an indicator from previous financial year	Desired performance	This is actual performance.
Measure / Indicator Owner	CD: HR, supported by Director: HRSM.	Worked example	29/490*100

Target set for current year	<p>Annual: Vacancy rate retained to 6% by 31 March 2017</p> <p>Quarterly:</p> <p>Q1 – vacancy rate retained at 6% by 31 June 2017.</p> <p>Q2 – vacancy rate retained at 6% by 31 September 2017.</p> <p>Q3 – vacancy rate retained at 6% by 31 December 2017.</p> <p>Q4 - Vacancy rate retained to 6% by 31 March 2017</p>	Target achieved	Actual target achieved.
Data limitations	Managers not adhering to time lines and committing to filling vacancies		
Reasons for variances between the target set and actual achieved	Not applicable.		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data	Signed or accompanied by letter from CD Excel spreadsheet document reports on resignations and appointment dates of new employees.		
Collection Frequency of Source data	Monthly.		
Archiving of Source Data	Excel spreadsheet document.		
Type of information to be extracted from the source data	Number of vacancies		
IT Systems/ Tools used to capture extracted data	Excel spreadsheet.		
Source Data Capturing Frequency	Monthly.		
Individual(s) responsible for collecting the source data	Assistant Directors: HRSM	Individual(s) responsible for filing/ archiving the collected source data	Assistant Directors: HRSM
Individual(s) responsible for extracting the required	Assistant Directors: HRSM	Individual(s) responsible for verifying the accuracy and completeness of the extracted	Deputy Director and Director: HRSM

information from the source data		information	
Individual(s) responsible for capturing the extracted information onto the IT System	Human Resources Practitioner	Individual(s) responsible for verifying the accuracy and completeness of the captured information	Assistant Directors: HRSM

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source	Excel spreadsheet document.		
Type of performance information to be extracted/ used	Excel spreadsheet document reports on resignations and appointment dates of new employees.		
Calculations required on extracted information	The number of vacant posts is divided by the number of total posts multiplied by 100.		
Archiving of Extracted / Recalculated Information	The information is stored on electronic files.		
Return Format	Excel spreadsheet document reports.		
Reporting Frequency	Monthly and quarterly.		
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	Assistant Directors: HRSM	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	Deputy Director and Director: HRSM
Individual(s) responsible for archiving the extracted/ recalculated performance information	Assistant Directors: HRSM	Individual(s) responsible for sending the information in the required return format to the -- -----	Chief Director: HR and/or Director: HRSM

Medium-term objectives, measure/indicator, outputs, and targets		Output Name : Enterprise Architecture (EA) for the DST	Date : 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 1: Corporate Services	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Efficient and effective IT service	
Objective Statement and definition (also supported by Indicator Definitions)		To provide an efficient and effective IT service	
Indicator title		Number of Enterprise Architecture (EA) Development Lifecycle steps developed and implemented.	
Purpose of indicator	To improve the effectiveness or efficiency of the DST' business operations	Type of indicator	Measures efficiency
Measure / Indicator Definition	The EA will be developed according to (Government Wide Enterprise Architecture (GWEA) framework. (The Implementation and Migration Plan defines a strategy and plan to implement the architecture).	Measure / Indicator Formula	A= B+C+ Where A= summation of Enterprise Architecture Development Lifestyles developed and implemented B&C= Enterprise Architecture Development Lifestyles
New Indicator	This is a new indicator.	Desired performance	
Measure / Indicator Owner	Chief Information Officer	Worked example	2 Enterprise Architecture Development Lifestyles= 1 Business Architecture step1 + Architecture Vision step2
Target set for current year	Annual: Future state enterprise architecture	Target achieved	Actual target achieved. Q1 – Q2 – Q3 –

	<p>implemented by 31 March 2017.</p> <p>Quarterly:</p> <p>Q1 – Implementation and Migration Projects (Phase 1 of 4) developed by 30 June 2016.</p> <p>Q2 - Implementation and Migration Projects (Phase 2 of 4) developed by 30 September 2016.</p> <p>Q3 – Implementation and Migration Projects (Phase 3 of 4) developed by 31 December 2016.</p> <p>Q4 - Implementation and Migration Projects (Phase 4 of 4) developed by 31 March 2017.</p>		<p>Q4 – YTD - :</p>
Data limitations			
Reasons for variances between the target set and actual achieved			

2. Collection of source data to enable effective reporting on the adopted output measure / indicator	
Source data	Government Wide Enterprise Architecture Framework Reports per quarter on implementation on the implementation of the Architecture Development Lifestyles
Collection Frequency of Source data	Quarterly (at the end of each phase)
Archiving of Source Data	Alfresco

Type of information to be extracted from the source data		Reports	
IT Systems/ Tools used to capture extracted data		MS office	
Source Data Capturing Frequency		Quarterly (at the end of each phase)	
Individual(s) responsible for collecting the source data	DD: Business Analysis	Individual(s) responsible for filing/ archiving the collected source data	Chief Director: CIO
Individual(s) responsible for extracting the required information from the source data	DD: Business Analysis	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	Chief Director: CIO
Individual(s) responsible for capturing the extracted information onto the IT System	DD: Business Analysis	Individual(s) responsible for verifying the accuracy and completeness of the captured information	Chief Director: CIO

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Government Wide Enterprise Architecture Framework Reports on implementation on the implementation of the Architecture Development Lifestyles	
Type of performance information to be extracted/ used		Text and Graphs, The number of Enterprise Architecture Development Lifestyles that have been developed and implemented in line with the Government Wide Enterprise Architecture Framework	
Calculations required on extracted information		Not Applicable	
Archiving of Extracted / Recalculated Information		Alfresco	
Return Format		Text Report	
Reporting Frequency		Quarterly.	
	DD: Business Analysis	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	Director : IT

Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: Business Analysis	Individual(s) responsible for sending the information in the required return format to the -----	CIO
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Medium-term objectives, measure/indicator, outputs, and targets		Output Name Media articles	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 1: Institutional Planning and Support	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Science communication	
Objective Statement and definition (also supported by Indicator Definitions)		To provide strategic communication for the DST and its entities through marketing, media and branding initiatives, and the Science Engagement Strategy.	
Indicator title		Number of media articles written to raise the DST's public profile.	
Purpose of indicator	To provide information on the work of the Department and its projects/ initiatives	Type of indicator	Output indicator
Measure / Indicator Definition	To proactively position the Department positively both internally and externally to ensure informed employees and citizenry	Measure / Indicator Formula	Articles that detail the programmes/ initiatives and projects of the Department
New Indicator	New indicator	Desired performance	Higher performance is desirable
Measure / Indicator Owner	Chief Director: Science Communication.	Worked example	NA
Target set for current year	<p>Annually:</p> <p>16 media articles written to raise the DST's public profile by 31 March 2017</p> <p>Q1:</p> <p>4 media articles written to raise the DST's public profile by 30 April 2016.</p> <p>Q2:</p>	Target achieved	<p>To be completed as each milestone is achieved.</p> <p>Q1 –</p> <p>Q2 –</p> <p>Q3 –</p> <p>Q4 –</p> <p>YTD - :</p>

	<p>4 media articles written to raise the DST's public profile by 30 September 2016.</p> <p>Q3: 4 media articles written to raise the DST's public profile by 31 December 2016.</p> <p>Q4: 4 media articles written to raise the DST's public profile by 31 March 2017.</p>		
Data limitations	Resource allocation - Budget		
Reasons for variances between the target set and actual achieved	N/A		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data	Articles published in print media		
Collection Frequency of Source data	Quarterly		
Archiving of Source Data	Newspaper clippings at science Communication		
Type of information to be extracted from the source data	Number of articles published		
IT Systems/ Tools used to capture extracted data	Word File		
Source Data Capturing Frequency	Quarterly		
Individual(s) responsible for collecting the source data	D: Media Liaison	Individual(s) responsible for filing/ archiving the collected source data	DD: media Liaison
Individual(s) responsible for extracting the required information from the	D: Media Liaison	Individual(s) responsible for verifying the accuracy and completeness of the	D: Media Liaison

source data		extracted information	
Individual(s) responsible for capturing the extracted information onto the IT System	DD: Media Liaison	Individual(s) responsible for verifying the accuracy and completeness of the captured information	DD: Media Liaison

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source	Newspaper clippings		
Type of performance information to be extracted/ used	Number of media articles written to raise the DST's public profile.		
Calculations required on extracted information	Sum of media articles written to raise the DST's public profile.		
Archiving of Extracted / Recalculated Information			
Return Format	Quarterly		
Reporting Frequency	Quarterly		
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: Media Liaison	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D: Media Liaison
Individual(s) responsible for archiving the extracted/ recalculated performance information	D: Media Liaison	Individual(s) responsible for sending the information in the required return format to the -----	DD: Media Liaison

TECHNICAL INDICATOR DESCRIPTION TEMPLATE

NOTE: The National Treasury Framework for strategic plans and annual performance plans requires the Department to complete a technical indicator description for each indicator. The matrix requires programmes to define their indicators, clarify terminologies and indicate how the target will be calculated amongst other things. The matrix will be published in the Departmental website and intranet.

Table 6: Technical indicator description

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Public participation programme	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 1: Institutional Planning and Support	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		To provide strategic communication for the DST and its entities through marketing, media and branding initiatives, and the Science Engagement Strategy.	
Indicator title		Number of public participation programmes held.	
Purpose of indicator		Type of indicator	Output indicator
Measure / Indicator Definition		Measure / Indicator Formula	
New Indicator	Continuation from previous cycle	Desired performance	Higher performance is desirable
Measure / Indicator Owner	Chief Director: Science Communication.	Worked example	
Target set for current year	<p>Annually: 10 public participation programmes conducted by 31 March 2017</p> <p>Quarterly</p> <p>Q1- 2 public participation programmes by 30 June 2016</p> <p>Q2- 2 public</p>	Target achieved	<p>To be completed as each milestone is achieved.</p> <p>Q1 –</p> <p>Q2 –</p> <p>Q3 –</p> <p>Q4 –</p> <p>YTD - :</p>

	<p>participation programmes by 30 September 2016</p> <p>Q3- 3 public participation programmes by 31 December 2016</p> <p>Q4- 3 public participation programmes by 31 March 2017</p>		
Data limitations	Resource allocation - Budget		
Reasons for variances between the target set and actual achieved	N/A		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data			
Collection Frequency of Source data		Quarterly	
Archiving of Source Data			
Type of information to be extracted from the source data			
IT Systems/ Tools used to capture extracted data		Word File	
Source Data Capturing Frequency		Quarterly	
Individual(s) responsible for collecting the source data		Individual(s) responsible for filing/ archiving the collected source data	
Individual(s) responsible for extracting the required information from the source data		Individual(s) responsible for verifying the accuracy and completeness of the extracted information	

Individual(s) responsible for capturing the extracted information onto the IT System		Individual(s) responsible for verifying the accuracy and completeness of the captured information	
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3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source			
Type of performance information to be extracted/ used			
Calculations required on extracted information			
Archiving of Extracted / Recalculated Information			
Return Format			
Reporting Frequency			
Individual(s) responsible for extracting, calculating and consolidating the reported performance information		Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	
Individual(s) responsible for archiving the extracted/ recalculated performance information		Individual(s) responsible for sending the information in the required return format to the -----	

Annual Information Collection and Reporting Matrix

For **each of the outputs** as per the Strategic Plan and Individual Programmes' Annual Performance Plans to be reported on during the current financial year, the following matrix is to be completed. The guidance provided in each of the blocks below should be used to assist in completing this template for each of the outputs.

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Sound procurement process	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 1: Corporate Services	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Equitable and sound financial and procurement services	
Objective Statement and definition (also supported by Indicator Definitions)		To ensure effective and efficient financial and procurement services	
Indicator title		Turnaround time to pay suppliers	
Purpose of indicator	Provide fair, equitable, transparent, competitive and cost-effective supply chain with the aim of maximizing the utilization of resources.	Type of indicator	Compliant in terms of regulatory framework e.g., NT R 8.2.3
Measure / Indicator Definition	Timeous payment for services rendered	Measure / Indicator Formula	% of invoices paid per quarter = (a/b) Where: a = aggregated monthly percentages b = 3
New Indicator	Timeous payment for services rendered	Desired performance	100 % payment within 30 days after receipt of the original invoices
Measure / Indicator Owner	D: FA	Worked example	(100+99.70+99.29+100+98.83+100)/6 =

			99.63%
Target set for current year	Annual: Suppliers paid within 30 days from date of receipt of invoice Quarterly: Q1 - Suppliers paid within 30 days from date of receipt of invoice Q2 - Suppliers paid within 30 days from date of receipt of invoice Q3 - Suppliers paid within 30 days from date of receipt of invoice Q4 - Suppliers paid within 30 days from date of receipt of invoice	Target achieved	99.63%
Data limitations	Identifies any limitation with the indicator data, including factors that might be beyond the department's control		
Reasons for variances between the target set and actual achieved	System challenges and late submission of requested information from service providers		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator	
Source data	Submission signed by DG and 30 days payment certificate submitted to National Treasury
Collection Frequency of Source data	Monthly
Archiving of Source Data	Paper files and Alfresco

Type of information to be extracted from the source data		Submission signed by DG and 30 days certificate submitted to National Treasury	
IT Systems/ Tools used to capture extracted data		LOGIS and BAS	
Source Data Capturing Frequency		Daily payments invoice	
Individual(s) responsible for collecting the source data	ASDs and DDs in SCM and Financial Accounting	Individual(s) responsible for filing/ archiving the collected source data	ASD AND DDs in Financial Accounting
Individual(s) responsible for extracting the required information from the source data	ASD and DDs in Financial Accounting	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	D: FA
Individual(s) responsible for capturing the extracted information onto the IT System	Payment clerks, Chief Accounting clerks, ,ASDs and DDs in Financial Accounting and SCM	Individual(s) responsible for verifying the accuracy and completeness of the captured information	DDs: FA, ASD: FA and ASD: Bids and Payments.

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Paper file, BAS AND LOGIS	
Type of performance information to be extracted/ used		Signed submission signed by DG and 30 days certificate submitted to National Treasury	
Calculations required on extracted information		N/A.	
Archiving of Extracted / Recalculated Information		ALFRESCO and Paper File	
Return Format		Spreadsheet and word document	
Reporting Frequency		Monthly	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD :FA	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D:FA
Individual(s) responsible for archiving the extracted/ recalculated performance information	KIRMU(Alfresco) and DD:FA	Individual(s) responsible for sending the information in the required return format to the Director General and National Treasury	DD: FA

Annual Information Collection and Reporting Matrix

For **each of the outputs** as per the Strategic Plan and Individual Programmes' Annual Performance Plans to be reported on during the current financial year, the following matrix is to be completed. The guidance provided in each of the blocks below should be used to assist in completing this template for each of the outputs.

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Unqualified audit opinion on Financial Statements	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 1: Corporative Services	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Equitable and sound financial and procurement services	
Objective Statement and definition (also supported by Indicator Definitions)		To ensure effective and efficient financial and procurement services	
Indicator title		Unqualified audit report of financial matters issued by the Auditor- General.	
Purpose of indicator	It is a report which expresses the Auditors conclusions on legislative compliance. It also provides a report on the use of state resources and the effectiveness of the policies that have been implemented by the department in the management of allocated resources.	Type of indicator	It provided an efficient/ inefficient outcome of the overall management of resources.
Measure / Indicator Definition	It measures efficiency as well as compliance to	Measure / Indicator Formula	The Auditors opinion is the only way it could be measured for example qualified opinion means

	regulatory frameworks		that management did not comply with prescripts therefore did not meet the minimum expected standards of financial performance. Unqualified means that the Department performed and an acceptable level. Clean audit meaning the department exceeded the expected standard and the policies are effective.
New Indicator	The indicator continues without change	Desired performance	State is higher or lower than performance is whether actual performance desirable Qualified opinion means that management did not comply with prescripts therefore did not meet the minimum expected standards of financial performance. Unqualified means that the Department performed and an acceptable level of financial performance was achieved. Clean audit meaning the department exceeded the expected standard and the policies are effective. The desired performance: Unqualified audit opinion
Measure / Indicator Owner	CFO	Worked example	If the CFO left the target could still be achieved
Target set for current year	Annual: Unqualified audit report on financial matters issued by the Auditor-General by 30 September 2016 Quarterly: Q1 – No target Q2 – Unqualified	Target achieved	Actual target achieved. Q1 – Audit will be in progress Q2 – Audit will be finalised Q3 – Audit opinion would have been pronounced Q4 – Audit opinion would have been pronounced YTD - :

	audit report on financial matters issued by the Auditor-General by 30 September 2016 Q3 – No target Q4 – No target		
Data limitations	Identifies any limitation with the indicator data, including factors that might be beyond the department's control.		
Reasons for variances between the target set and actual achieved			

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data	BAS system and Logis and populated to Financial Statement s Treasury Templates and the audit report		
Collection Frequency of Source data	Quarterly		
Archiving of Source Data	Departmental data storage and National Treasury		
Type of information to be extracted from the source data	Trial Balance , detailed reports and Commitment reports from Logis and financial statements		
IT Systems/ Tools used to capture extracted data	Basic Accounting System (BAS) and Logis and National Treasury AFS template		
Source Data Capturing Frequency	Quarterly		
Individual(s) responsible for collecting the source data	Deputy Director Finance, Deputy Director Management Accounting and Deputy Director SCM	Individual(s) responsible for filing/ archiving the collected source data	Deputy Director Finance Deputy Director Management Accounting and Deputy Director SCM
Individual(s) responsible for extracting the required information from the source data	Deputy Director Financial Accounting, Deputy Director Management Accounting and Deputy Director SCM	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	Director Financial Accounting, Director Management Accounting and Director and CFO
Individual(s) responsible for capturing the extracted information onto the IT System	Deputy Director Financial Accounting, Deputy Director Management Accounting and Deputy Director SCM	Individual(s) responsible for verifying the accuracy and completeness of the captured information	Director Financial Accounting, Director Management Accounting and Director SCM

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		BAS system and Logis and populated to Financial Statement s Treasury Templates	
Type of performance information to be extracted/ used		Financial Statement s Treasury Templates	
Calculations required on extracted information		Financial Statement and Audit report.	
Archiving of Extracted / Recalculated Information		none	
Return Format		Prescribed Treasury Template	
Reporting Frequency		Quarterly	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	Deputy Director Financial Accounting, Deputy Director Management Accounting and Deputy Director SCM	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	Director Finance Director budget and Director SCM
Individual(s) responsible for archiving the extracted/ recalculated performance information	Deputy Director Financial Accounting Deputy Director Management Accounting and Deputy Director SCM	Individual(s) responsible for sending the information in the required return format to the -- -----	Director Financial Accounting Director Management Accounting and Director SCM

Annual Information Collection and Reporting Matrix

For **each of the outputs** as per the Strategic Plan and Individual Programmes' Annual Performance Plans to be reported on during the current financial year, the following matrix is to be completed. The guidance provided in each of the blocks below should be used to assist in completing this template for each of the outputs.

Medium-term objectives, measure/indicator, outputs, and targets		Output Name In-year monitoring reports.	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme1: Institutional Planning and Support	
Programme's Strategic Objectives (as per the Strategic Plan)		Sound corporate governance, including M&E	
Objective Statement and definition (also supported by Indicator Definitions)		To develop and maintain good corporate governance systems for the Department and its entities.	
Indicator title		Number of Exco approved reports on DST's MPAT scores submitted to Accounting Officer and the DPME by 31 March 2017	
Purpose of indicator	DST is required by DPME to participate in the annual MPAT assessments as a measure of its performance against other government departments in relation to good corporate governance practices.	Type of indicator	This is an Output indicator
Measure / Indicator Definition	The MPAT Assessment scores report presents a detailed assessment of the department performance against MPAT standards as set by DPME. This report serves to entrench MPAT as not just a compliance requirement in the Department but as a mechanism by which to ensure and track marked improvement in poor performing areas and maintenance of	Measure / Indicator Formula	Number: 2 quarters equals to 2 quarter reports compiled and tabled to Exco

	excellence in areas where good practice has already been established.		
New Indicator	New	Desired performance	2 Exco approved reports on DST MPAT scores submitted to the AO and DPME
Measure / Indicator Owner	M and E Unit.	Worked example	Not Applicable
Target set for current year	<p>Annual:</p> <p>2 Exco approved reports on DST MPAT scores submitted to the AO and DPME</p> <p>Q1: No target</p> <p>Q2: One EXCO approved report on DST MPAT Submitted to the Accounting Officer and DPM&E by 30 September 2016</p> <p>Q3: No target</p> <p>Q4: One EXCO approved report on DST MPAT Submitted to the Accounting Officer and DPM&E by 31 March 2017</p>	Target achieved	<p>Actual target achieved.</p> <p>Q1 –</p> <p>Q2 –</p> <p>Q3 –</p> <p>Q4 –</p> <p>YTD - :</p>
Data limitations	Identifies any limitation with the indicator data, including factors that might be beyond the department's control		
Reasons for variances between the target set and actual achieved			

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data		Reports tabled at Exco and signed letter submitting to DPME DG Approved submission Minutes of EXCO meeting discussing the performance report	
Collection Frequency of Source data		Quarterly and annually.	
Archiving of Source Data		Alfresco.	
Type of information to be extracted from the source data		Discussion of quarter report and annual report in the minutes Date of approval by the DG Date of submission to National	
IT Systems/ Tools used to capture extracted data		Word document and Performance Information Management System	
Source Data Capturing Frequency		Quarterly and annually.	
Individual(s) responsible for collecting the source data	DD: M and E	Individual(s) responsible for filing/ archiving the collected source data	DD:M and E
Individual(s) responsible for extracting the required information from the source data	DD: M and E	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	DD: M and E
Individual(s) responsible for capturing the extracted information onto the IT System	DD: M and E	Individual(s) responsible for verifying the accuracy and completeness of the captured information	DD:M and E

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Reports tabled at Exco and signed letter submitting to DPME DG Approved submission Minutes of EXCO meeting discussing the performance report.	
Type of performance information to be extracted/ used		Discussion of MPAT scores Date of approval by the DG Date of discussion at Exco	
Calculations required on extracted information		Not Applicable.	
Archiving of Extracted / Recalculated Information		Alfresco.	
Return Format		Word Document.	
Reporting Frequency		Quarterly or Annually.	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD:M and E	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	DD:M and E

Individual(s) responsible for archiving the extracted/ recalculated performance information	DD:M and E	Individual(s) responsible for sending the information in the required return format to the -- -----	DD:M and E
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Annual Information Collection and Reporting Matrix

For **each of the outputs** as per the Strategic Plan and Individual Programmes' Annual Performance Plans to be reported on during the current financial year, the following matrix is to be completed. The guidance provided in each of the blocks below should be used to assist in completing this template for each of the outputs.

Medium-term objectives, measure/indicator, outputs, and targets		Output Name In-year monitoring reports.	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme1: Institutional Planning and Support	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Sound corporate governance, including M&E	
Objective Statement and definition (also supported by Indicator Definitions)		To develop and maintain good corporate governance systems for the Department and its entities.	
Indicator title		Number of DST performance reports (quarterly reports and annual reports) approved by DST Exco and signed by DG (quarterly Reports approved and signed within 60 days after the end of each quarter)	
Purpose of indicator	DST is required by National Treasury to produce reports on performance indicators on a quarterly and annual basis using NT prescribed templates	Type of indicator	This is an Output indicator
Measure / Indicator Definition	The Quarterly and Annual Performance Report presents a detailed assessment of the department performance against annual targets for contained in the approved Annual Performance Plans. This report fulfils the Departmental	Measure / Indicator Formula	Number: 4 quarters equals to 4 quarter reports and 1 year equals to 1 annual report

	<p>compliance with the Treasury Regulations the requires Accounting Officers to establish quarterly and annual reporting to the executive authority to facilitate effective performance monitoring, evaluation and corrective actions. This reports is guided by the National Treasury's Guidelines on Preparation of quarterly and annual reports</p>		
New Indicator	not new	Desired performance	Number of approved reports submitted to National Treasury on time
Measure / Indicator Owner	M and E Unit.	Worked example	Not Applicable
Target set for current year	<p>Annual:</p> <p>4 DST 2016/17 quarterly performance reports approved by DST EXCO and signed by the DG within 60 days after each quarter.</p> <p>Q1: 1 DST quarterly performance report (2015/16 quarter 4) approved by the DST EXCO and signed by the DG after the end of the quarter</p> <p>Q2: 1 DST quarterly performance report (2016/17 quarter 1) approved by the DST EXCO and signed by the DG after the end of the quarter</p> <p>Q3: 1 DST quarterly performance report (2016/17 quarter 2) approved by the DST EXCO and signed by the DG after the end of the quarter</p> <p>Q4: 1 DST quarterly performance report</p>	Target achieved	<p>Actual target achieved.</p> <p>Q1 –</p> <p>Q2 –</p> <p>Q3 –</p> <p>Q4 –</p> <p>YTD - :</p>

	<p>(2016/17 quarter 3) approved by the DST EXCO and signed by the DG after the end of the quarter</p> <p>Annual: 1 DST 2015/16 annual report approved by DST Exco and signed by the DG by 31 May 2016</p> <p>Q1: 1 DST 2015/16 annual report approved by DST Exco and signed by the DG by 31 May 2016</p> <p>Q2: no target</p> <p>Q3: no target</p> <p>Q4: no target</p>		
Data limitations	Identifies any limitation with the indicator data, including factors that might be beyond the department's control		
Reasons for variances between the target set and actual achieved			

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data	<p>Reports signed by the DG and proof of submission to the National Treasury from the DST Registry office.</p> <p>DG Approved Annual report</p> <p>Minutes of EXCO meeting discussing the performance report</p>		
Collection Frequency of Source data	Quarterly and annually.		
Archiving of Source Data	Alfresco.		
Type of information to be extracted from the source data	<p>Discussion of quarter report and annual report in the minutes</p> <p>Date of approval by the DG</p> <p>Date of submission to National</p>		
IT Systems/ Tools used to capture extracted data	Word document and Performance Information Management System		
Source Data Capturing Frequency	Quarterly and annually.		
Individual(s) responsible for collecting the source data	DD: M and E	Individual(s) responsible for filing/ archiving the collected source data	DD: M and E

Individual(s) responsible for extracting the required information from the source data	DD: M and E	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	DD: M and E
Individual(s) responsible for capturing the extracted information onto the IT System	DD: M and E	Individual(s) responsible for verifying the accuracy and completeness of the captured information	DD:M and E

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information

Performance Information Source	Reports signed by the DG and proof of submission to the National Treasury from the DST Registry office. Minutes of EXCO meeting discussing the performance report		
Type of performance information to be extracted/ used	Discussion of quarter report and annual report in the minutes Date of approval by the DG Date of submission to National		
Calculations required on extracted information	Not Applicable.		
Archiving of Extracted / Recalculated Information	Alfresco.		
Return Format	Word Document.		
Reporting Frequency	Quarterly or Annually.		
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD:M and E	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	DD:M and E
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD:M and E	Individual(s) responsible for sending the information in the required return format to the -- -----	DD:M and E

